

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

August 14, 2020
DATE DRAFTED



**RECLASSIFICATION OF 1.0 FTE ACCOUNT CLERK II POSITION
TO ACCOUNT CLERK - HSD**

- 1 **WHEREAS**, the Human Services Department is requesting a reclassification of a vacant 1.0 FTE
- 2 Account Clerk II position to an Account Clerk-HSD; and,
- 3
- 4 **WHEREAS**, all Account Clerk positions in the Department perform similar ongoing job duties, and are
- 5 at times expected to provide coverage for each other, so the position classification should be the same;
- 6 and,
- 7
- 8 **WHEREAS**, this position will perform general accounting duties that include processing, recording,
- 9 and summarizing financial information for both internal and external consumers; and,
- 10
- 11 **WHEREAS**, this position will primarily provide accounting support for the Children’s Long Term
- 12 Support program to respond to the continued program growth; and,
- 13
- 14 **WHEREAS**, no additional funds are needed as the cost difference is \$787 and will be covered with
- 15 savings from the vacancy of the position.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this 10th day of September 2020 does hereby approve the reclassification of a 1.0 FTE Account
- 19 Clerk II position to an Account Clerk – HSD.

20-9A-074

Respectfully submitted,

HUMAN SERVICES BOARD

/s/ Brian Knudson
Brian Knudson, Chair

/s/ J. Russell Podzilni
J. Russell Podzilni

/s/ Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

/s/ Angelina Reyes
Angelina Reyes

/s/ Pam Bostwick
Pam Bostwick

/s/ Kathy Schulz
Kathy Schulz

/s/ Ashley Kleven
Ashley Kleven

/s/ Shirley Williams
Shirley Williams

/s/ Kaelyb Lokrantz
Kaelyb Lokrantz

Reclassification of 1.0 FTE Account Clerk II Position to Account Clerk – HSD

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Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

/s/ Kara Purviance
Kara Purviance, Chair

/s/ Richard Bostwick
Richard Bostwick, Vice Chair

/s/ Tom Brien
Tom Brien

/s/ Kevin Leavy
Kevin Leavy

/s/ Louis Peer
Louis Peer

/s/ J. Russell Podzilni
J. Russell Podzilni

/s/ Alan Sweeney
Alan Sweeney

/s/ Bob Yeomans
Bob Yeomans

/s/ Jeremy Zajac
Jeremy Zajac

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

The reclassification of an Account Clerk II to an Account Clerk-HSD has a minimal impact on the budget. The increase will be funded by a current vacancy.

/s/ Sherry Oja

Sherry Oja
Finance Director

Executive Summary

RECLASSIFICATION OF A 1.0 FTE ACCOUNT CLERK II POSITION TO ACCOUNT CLERK –HSD

The Human Services Department is requesting a reclassification of a 1.0 FTE Account Clerk II position to an Account Clerk - HSD. The Department currently has 6.0 FTE Account Clerk - HSD (2489 Range 6) and 1.0 FTE Vacant Account Clerk II (2489 Range 7) positions.

HSD is requesting the reclassification of the Account Clerk II position as staff will be performing similar and the same functions as other Account Clerk HSDs. This position will perform general accounting duties which include processing, recording, and summarizing financial information for both internal and external consumers. This position will have duties primarily related to the Children's Long Term Support program.

The pay range will change from 2489 Range 7 to 2489 Range 6. This is a \$787 annual cost difference and will be covered with savings from the position being vacant for most of the year.